

SUPERVISING PLAN CHECKER/EXPEDITER

DEFINITION

This is a management level position overseeing the plan check and permit issuance section under the direction of the City Building Official. This position works to develop and implement policies and procedures to expedite the issuance of permits, checks complex plans, maintain consistency in plan checking and customer service.

SUPERVISION RECEIVED AND EXERCISED

General supervision is received from the City Building Official. Provides direct and indirect supervision of Plan Checkers and the Permit Technician and functional supervision of the Plan Check Engineer.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

1. Review complex building plans and specifications for compliance with adopted construction codes and other applicable state and local regulations and policies within established time frames.
2. Plans, organizes, directs and participates in the work of the plan check/permit issuance section of the Building Division.
3. Assures that the distribution of plans to other divisions, departments and outside agencies and consultants and the responses are secured within established timelines.
4. Insures the technical quality of plan permit processing turnaround time.
5. Supervises, trains and evaluates assigned personnel.
6. Maintains and enhances permit tracking systems and procedures to resolve problems and improve efficiency.
7. Makes recommendations to the City Building Official to resolve code interpretation conflicts between plan check staff, inspection personnel and external customers.

8. Make presentations to Planning Commission, City Council and business and community groups as assigned.
9. Act as City Building Official in his or her absence.
10. Assist in training the plan checkers and clerical staff.
11. Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- A. Uniform construction, disability access and energy codes and current engineering and construction practices and materials.
- B. Principles and practices of administration, supervision and training including workload planning, establishing goals and objectives and problem solving techniques.
- C. Electronic permit tracking systems, word processing and spreadsheet applications.
- D. Plan check principles and procedures.

Ability to:

- E. Analyze, interpret and accurately review complex building plans and specifications and calculate permit fees..
- F. Develop timelines, meet schedules and train assigned staff.
- G. Interpret, apply and clearly explain codes, regulations and policies to internal and external customers.
- H. Work independently with little direction.
- I. Establish and maintain courteous and effective working relationships with internal and external customers.
- J. Communicate clearly and concisely, orally and in writing.
- K. Conduct field inspections to determine code compliance and/or resolve code interpretation disputes.

EXPERIENCE AND EDUCATION

Experience: Four years of full time plan check experience, two years of which involve commercial and industrial plan checking for a public agency. One year of lead or supervisory experience.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in building construction, architecture, engineering or a related field.

Licenses and Certificates:

Valid Class C California Drivers License. Possession of a current ICBO Plans Examiner Certificate.

Certification as a Building Official by ICBO is highly desirable..

Registered Engineer Certificate from the State of California is desirable.

PROBATIONARY PERIOD: One year.

798CS99

July 1999

AAP GROUP: 2

FPPC STATUS: Designated

FLSA STATUS: Exempt